Coordinated Mobility Program FTA Section 5310 2013 Application Process Program Guidelines

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April 3rd, 2013

2013 Application Process E-GRANTS System

System Access

Basic System Functionality

Q&A

5310 Program Introduction Discussion Overview

- Federally Mandated Program Changes
- Impact on AZ Section 5310 program
- State Funding and Project Priorities
- Eligible Recipients and Projects
- Program Guidebook Provides Detailed Information

Section 5310 Program Changes: MAP-21 Moving Ahead for Progress in the 21st Century

- MAP-21 Transportation Legislation for FY 2013 and FY 2014
- Focus Areas Include:
 - Stronger Coordination of Transportation
 Services Pages 11-12 and 39-40
 - Better Asset Management Pages 41-42
 - Stronger Safety Requirements Pages 42-43

Section 5310 Program Changes: MAP-21 Moving Ahead for Progress in the 21st Century

- MAP-21 emphasizes increased program management and accountability.
 - Maintaining vehicles in a state of good repair
 Using asset management tools
 - Stronger performance measures
 - Coordination as a basis of wise use of resources
- ► ADOT's guidelines reflect MAP-21.

Section 5310 Administrative Changes: MAP-21 Moving Ahead for Progress in the 21st Century Pages 14 and 23-24

- Separate funding allocations are now made to:
 - Large urban areas (Phoenix and Tucson)
 - ADOT for rural and small urban areas
- The City of Phoenix, in coordination with MAG, will administer the 5310 program for the Phoenix-Mesa Urbanized Area.
- The City of Tucson is working with ADOT to administer its 5310 program.

Section 5310 Structural Changes: MAP-21 *Moving Ahead for Progress in the 21st Century*

- The FTA Section 5317 New Freedom program has been merged into the 5310 program.
 - As a result, Operating funds are now eligible project expenses to be applied for.
- Section 5316 and 5317 funding is no longer available under MAP-21.
- Operating Funds are at a 50/50 match ratio.
- Capital Funds are now at a 80/20 match ratio.

Impact on AZ Section 5310 Program: MAP-21 New Direction and Focus

- A New Program Model:
 - Working together in a region to make the best use of resources.
- Increased emphasis on:
 - Program Management
 - Financial Management
 - Coordination

Arizona State 5310 Funding / Project Priorities Types of Funding Available Pages 23-24

Section 5310 Formula funds

All eligible projects in rural and small urbanized areas

Section 5310 STP funds

- Capital equipment projects only (such as vehicles)
- Only available in rural portion of State

Arizona State 5310 Funding / Project Priorities Amount of Funding Available

- Section 5310 formula funds *Initial Appropriation*
 - Rural: approximately \$300,000
 - Small Urban: approximately \$400,000
 - Urban Tucson / PAG region: approximately \$350,000
 - 5310 Reserve from FY 2012 (can be used in any region): approximately \$500,000
- Section 5310 STP funds
 - \$1.5 to \$2.0 million

Arizona State 5310 Funding / Project Priorities Coordinated Mobility Program Priorities Pages 25-26

- Mobility management is the foundation;
- Information and referral is available;
- Capital investment decisions come from a mobility management framework;
- Regional mobility management priorities are identified; and
- Grantees have the capacity to provide service, manage project, and manage financial aspect.

Arizona State 5310 Funding / Project Priorities ADOT Section 5310 Project Priorities Pages 14-20

- Regional Mobility Management Activities
 - Mobility Managers and developing processes/activities
- Vehicles
 - Adequate to meet peak needs; regional context
 - Maintained in a state of good repair
- Operating Projects
 - Projects must meet federal guidelines

Eligible 5310 Recipients and Projects Eligible Mobility Management Projects Pages 15-17

- Mobility Management staff and related program costs
 - Effective programs that build partnerships, support joint decisionmaking and improved use of resources.
- Professional services
 - IT, web design, or consulting for program development
- Capital costs to develop joint dispatch and scheduling or one-call, one-click centers
 - Hardware, software, AVL, and related equipment

Eligible 5310 Recipients and Projects Eligible Capital Equipment Projects Pages 17-20

- ADOT's primary equipment focus is vehicle purchases.
- Example projects that can be applied for:
 - Vehicles
 - Fleet maintenance equipment
 - Vehicle equipment/parts
 - Vehicle rehabilitation, manufacture, or overhaul
 - Operations and maintenance structures
 - Radios and communication equipment, computer hardware/software
 - Transit related Intelligent Transportation Systems (ITS)

Eligible 5310 Recipients and Projects Eligible Capital Equipment Projects – Vehicles

- Investments in vehicles are to be supported in Regional Coordination Plan.
- Objectives:
 - "Right-sizing" the region's vehicle fleet
 - Well used appropriate mileage use
 - Peak hour and geographic constraints
 - Maintaining vehicles in a state of good repair
 - Providing accessibility

Eligible 5310 Recipients and Projects Eligible Capital Equipment Projects – ADOT Purchased Vehicles Types

- Maxivans
- With Lift ADA Accessible: 8 ambulatory passengers
- Without Lift Non-Accessible: 12 ambulatory passengers
- Cutaways
- With Lift ADA Accessible: 9 ambulatory passengers
- Minivans
- With Lift ADA Accessible: 5 ambulatory passengers
- Without Lift Non Accessible: 5-7 ambulatory passengers

Eligible 5310 Recipients and Projects Eligible Operating Projects Page 20

- New eligibility category
 - Results from combining "New Freedom" program with 5310 program
- Projects must be part of Coordination Plan
 - In support of priority objectives
- Funding limits
 - No minimum amount
 - Maximum of 45% can be spent on operating projects

Eligible 5310 Recipients and Projects Eligible Operating Projects Cont.

Operating Projects allowed must be *Public Transportation* with a purpose of:



- Exceeding the requirements of the ADA
- Improving access to fixed route service and reduce the reliance by individuals with disabilities on ADA Paratransit
- Providing alternatives to public transit that assist seniors and people with disabilities

Eligible 5310 Recipients and Projects Eligible Recipients Pages 12-14

- Private Non-Profit Organizations (PNP)
- Governmental Authorities
 - City, County, Town and Tribal Governments
 - If no PNP is readily available in the service area to provide the needed service
 - Public Agencies such as COGs or MPOs
 - Serving as lead agency for coordination projects

FY 2013 Timeline and Evaluation Process Discussion Overview

- **▶** FY 2013 Application Timeline
- Role of COG/MPO in Evaluation of Applications

FY 2013 Application Timeline

Major Dates

Pages 8, 26-27

Application released April 9

Webinar on E-Grants April 9 (1-4 pm)

Applications due June 7

FY 2013 Application Timeline Major Dates Cont. Pages 8, 27-28, 32-33

 Applications regionally reviewed and scored by July 29

ADOT conducts final review in August

Awards announced September 2013

Role of COG / MPO in Evaluation of Applications COG / MPO Role Overview - Page 6

- COG / MPO Major Responsibilities:
 - Develop and maintain Regional Coordination Plans.
 - Review applications submitted for eligibility.
 - Create and manage Regional Review Committees.
 - Provide applicants and subrecipients technical assistance.
 - Coordinate transportation coordination activities in their regions.

Role of COG / MPO in Evaluation of Applications Project and Evaluation Criteria - Threshold Page 28-29

- COG / MPO will review applications for basic eligibility or "threshold" criteria.
 - Application was submitted on time and complete.
 - Applicant "attended" the ADOT webinar on April 3rd.
 - Applicant certified agency eligibility requirements.
 - Project applied for are FTA eligible projects.
 - Project applied for are consistent with and listed in the Regional Coordination Plan.

Role of COG / MPO in Evaluation of Applications Project and Evaluation Criteria - Evaluation Page 29-32

- COG / MPO will review applications based on evaluation criteria.
 - Project Management
 - Coordination
 - Project Specific Criteria
 - Mobility Management
 - Capital Equipment
 - Operating

Program and Financial Management Discussion Overview

Reporting and Lien Requirements

▶ FTA/ADOT Compliance: Site Visits

Allowable Sources of Local Match

Q&A

Reporting and Lien Requirements Performance Reporting Pages 43 and 46

- Quarterly Performance Measures
 - Provide service information, i.e. number of trips
- Quarterly Progress Reports
 - Submitted with reimbursement requests
- Annual Performance Measures
 - For vehicles, submitted at the request of ADOT or at the time of annual vehicle inspection

Reporting and Lien Requirements Updated Lien Requirements Pages 47-49

Revised Lien Policy

Liens are now released based off of mileage only

Vehicles are released off lien at 100,000 miles

Reporting and Lien Requirements How long should it take to reach 100,000 miles? Pages 47-48

- Cutaway With Lift: 4.5 years
- Maxivan With Lift: 4 years
- Minivan With Ramp: 3.5 years
- Minivan No Ramp: 3.25 years
- Maxivan No Lift: 3.25 years

Reporting and Lien Requirements

Lien Release and Underutilization Consequences Pages 47-49

- Liens are released only once per year
 - At time of ADOT annual vehicle inspection
- If a vehicle is underutilized, ADOT has the ability to remove the vehicle
 - Less than 20,000 miles a year for minivans, maxivans, trucks, SUVs, etc.
 - Less than 18,000 miles a year for cutaways

FTA/ADOT Compliance: Site Visits Site Visit Requirement Page 54

- Site Visits are completed periodically
 - At least once every three years
- Site Visit Focus
 - Program Management
 - Financial Management
 - Vehicle Use and Maintenance
 - Safety and Training

FTA/ADOT Compliance: Site Visits 2013 5310 Site Visit Schedule and Process

- ADOT is planning 50 site visits for 2013
- 50 site visits will also be conducted in 2014 and 2015
- Subrecipients will be notified in advance of site visit
 - Receive a questionnaire to complete
 - Schedule when site visit occurs

Local Revenue Requirements

Discussion Overview

Pages 36-39

- Local cash match
 - Requirements for match
 - Eligible and ineligible sources
- In-kind Revenues
 - Sources
 - Determining the value
 - Tracking
- Cash versus in-kind revenues

Local Match Requirements

Pages 36-39

Capital Vehicle Projects

- Cash is required for local match and admin fee
- Mobility Manager and Operating Projects
 - Can use a combination of cash and in-kind revenues
 - Operating revenues (fares, donations, advertising) do not count as local match

Direct and Indirect Expenses

Pages 20-22, Appendix B

- Agencies may charge eligible <u>direct</u> expenses
 - All costs must be included in budget and directly related to transportation
 - Operating Expenses
 - Often these vary with the amount of service operated (drivers, fuel, parts)
 - Administrative Expenses
 - Often these are fixed costs (rent, phone)
- Indirect expenses are not eligible

Eligible Sources: Local Cash Match

Pages 35-36

Eligible Sources

- Local gov't appropriations or dedicated taxes
- Private donations
- Advertising or concessions net income
- Contracts for services
- Non US DOT revenues

In-eligible Sources - Local Match Page 35

- Ineligible Sources
 - Fares and donations
 - Other US DOT funds

Cash versus In-Kind Revenues

Pages 34-39

- Cash revenues come from your agency
 - They may come from departments other than transportation.
- In-kind revenues come from a third party
 - The value must be documented

Document the Value of In-kind Revenues In-Kind Match Valuation Proposal Pages 36-39

- An In-Kind Match Valuation Proposal must be submitted with the grant application.
 - Formal documentation of how the value of the in-kind match is determined.
 - Use form in Appendix C for <u>every</u> third party contributed good or service.

Document the Value of In-kind Revenues In-Kind Match Valuation Proposal Pages 36-37

 Includes donor name, description, and description of how FMV determined.

Is this a Good or Service? (G or S)	Description of the Goods and/or Services	When The Goods and Services will be Donated (month/year)	Fair Market Value (FMV) of Goods and/or Services
			\$
			\$
			\$
			\$
	Total Value		\$

VOLUNTEER PERSONNEL

Volunteer Name:												
Volunteer Primary Job Duties:												
Hourly Rate												
•												
Activity (List All Related Volunteer Activities Here)	Date	Hours	Total Value									
TOTAL FOR MONTH												



Signature of Person Completing Report:

Date: _____



Document the Value of In-Kind Revenues Determining Fair Market Value Pages 37-39

For donated services:

- Volunteers valued at the pay for similar work.
 - In your organization or at other agencies
 - http://www.independentsector.org/volunteer time
- For donated equipment, space, or property:
 - Fair market value or rental rate at time of donation

FY 2013 Application Discussion Overview

Form Outline

ADOT Expectations

► Q&A

FY 2013 Application Parent / Child Relationship

 E-Grants and the application are built around a parent / child relationship.

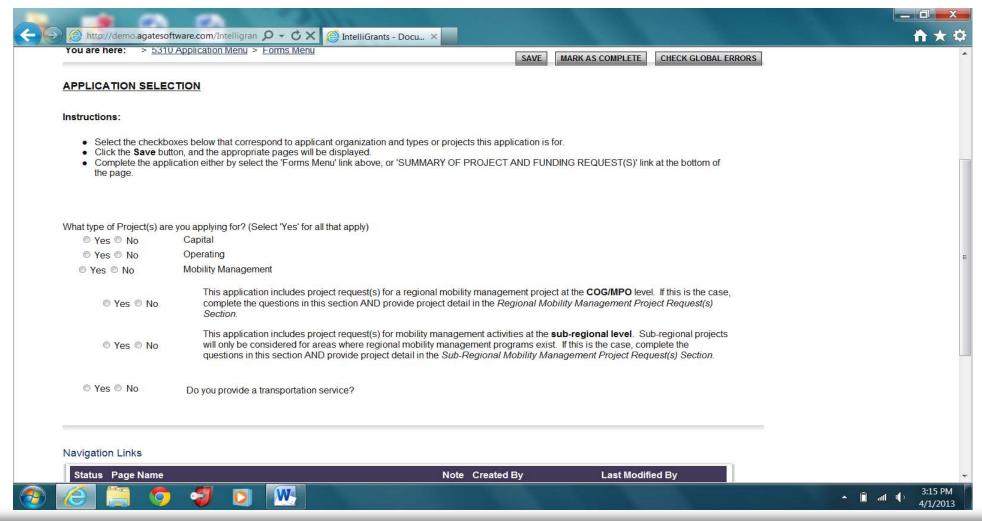
- The parent or umbrella organization will create a system profile and one application.
- All "child" or satellite offices will fall under the parent or umbrella organization.

FY 2013 Application Form Outline

- 13 potential forms applicants need to complete
- Number of forms to complete is dependent on type and number of projects requested

Within types of form, applicants can create multiple forms

Form Outline **Application Selection**





Form Outline

Project vs. Program

 ADOT's application is designed to ask questions about the project(s) being applied for.

- There is a difference between your transportation program and a specific transportation project.
- ADOT wants to know first about your program, then about your projects.

FY 2013 Application Form Outline Transportation Program Specific Forms

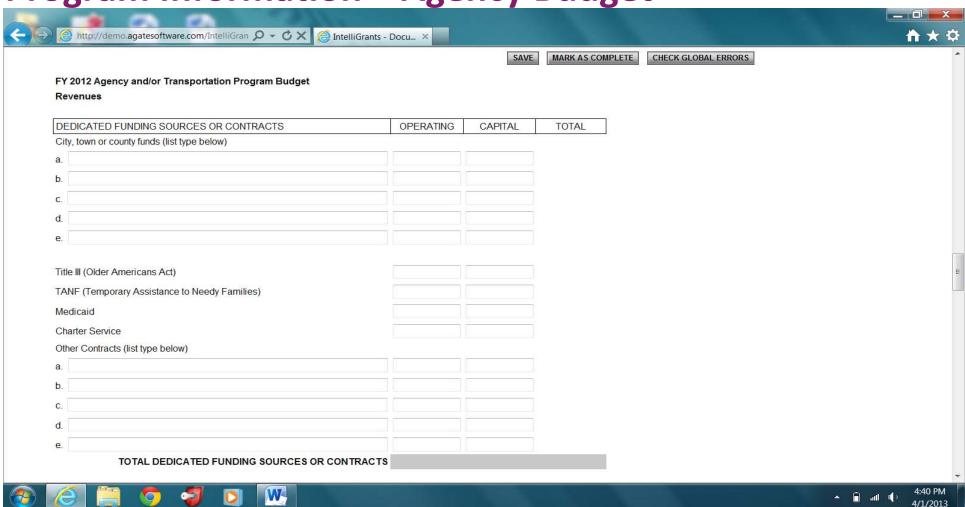
- Transportation Program Specific Forms are:
 - Program Information
 - Civil Rights
 - Training Program
 - Coordination of Transportation Services
 - Regional Mobility Management Program Information
- Information required on these forms provides a picture of your entire transportation program.

FY 2013 Application Form Outline Program Information

- Program Information form asks for:
 - Agency Mission
 - Types of Clients / Passengers Served
 - Hours and Days of Service Operation
 - Trip Types
 - Fleet Size
 - Number and Type of Program Staff
 - Agency Budget

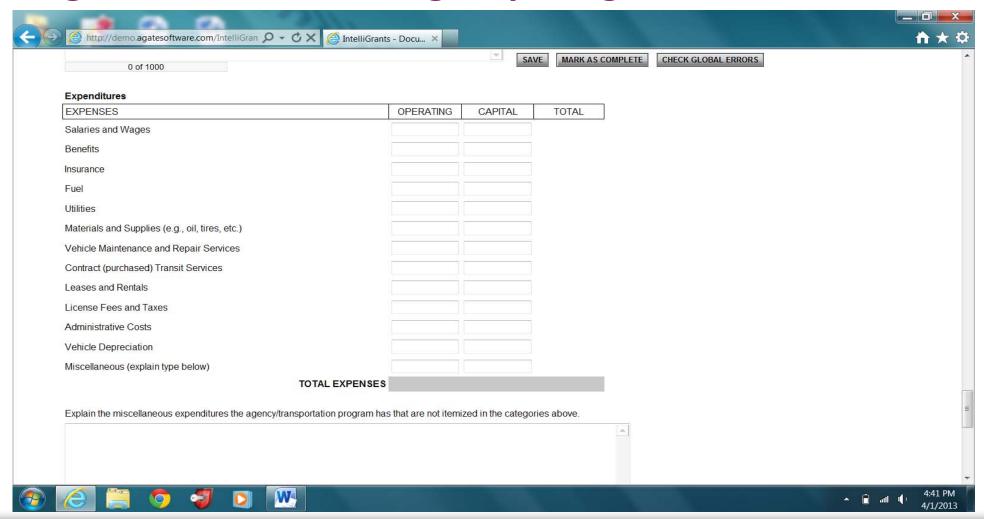
Form Outline

Program Information – Agency Budget



Form Outline

Program Information – Agency Budget





Form Outline Civil Rights

- Civil Rights form asks applicants about all related policies and procedures.
 - Civil Rights Complaints
 - Title VI Non Discrimination
 - EEO
 - LEP
 - DBE
 - ADA
 - Drug/Alcohol Free Workplace & Safe Environment

Form Outline

Training Program

Training Program form requests information from applicants about:

Transportation related training provided by the agency

Safety policies and procedures

Form Outline

Coordination of Transportation Services

- Coordination of Transportation Services form asks questions about focus areas directly tied project evaluation criteria.
 - Participation in regional coordination activities
 - Board support for transportation coordination
 - Integration of coordination into transportation program activities
 - Applicant's level of involvement in coordinating services or resources with other agencies

Form Outline

Regional Mobility Management Program Information

Regional Mobility Management Program Information form is region specific.

The form is only required if an applicant is applying for a mobility management project.

What is regional mobility management program focus?

FY 2013 Application Form Outline Transportation Project Specific Forms

- Transportation Project Specific Forms are:
 - Summary of Project and Funding Request
 - Capital Request
 - Operating Request
 - Regional Mobility Management Request
 - Sub-Regional Mobility Management Request
- Information required on these forms provides project specific information.

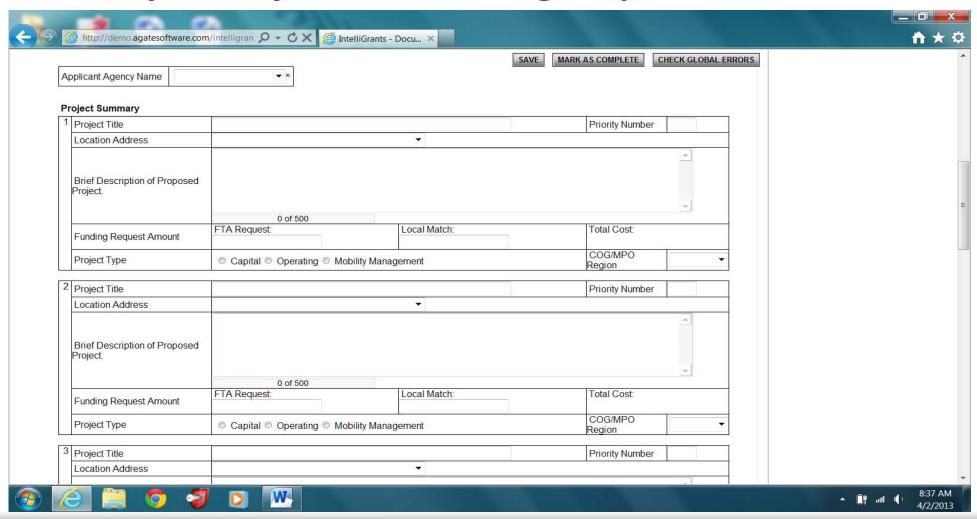
Form Outline

Summary of Project and Funding Request

- Lists all the projects the applicant is applying for.
- Projects are identified by agency location.
- Projects are to be listed individually, do not group capital requests such as several bus replacements.

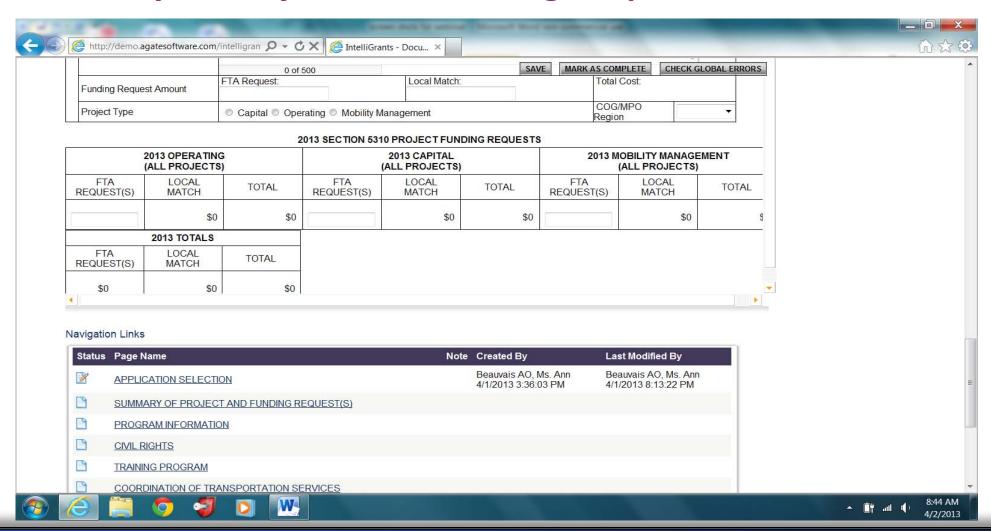
Form Outline

Summary of Project and Funding Request



Form Outline

Summary of Project and Funding Request



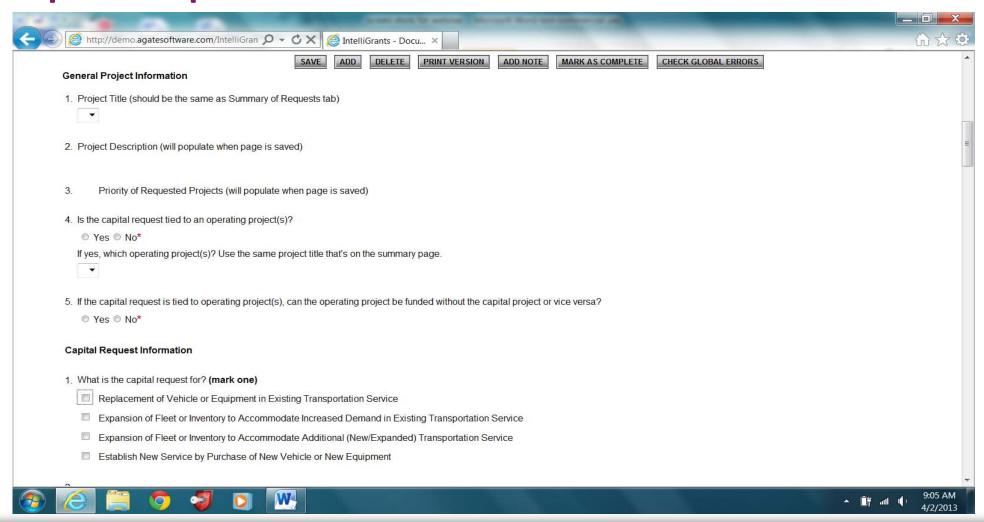


FY 2013 Application Form Outline Capital Request

- Capital Request Form
 - Capital Type
 - Cost
 - Who is responsible party?
 - Need
 - Vehicle Performance

Form Outline

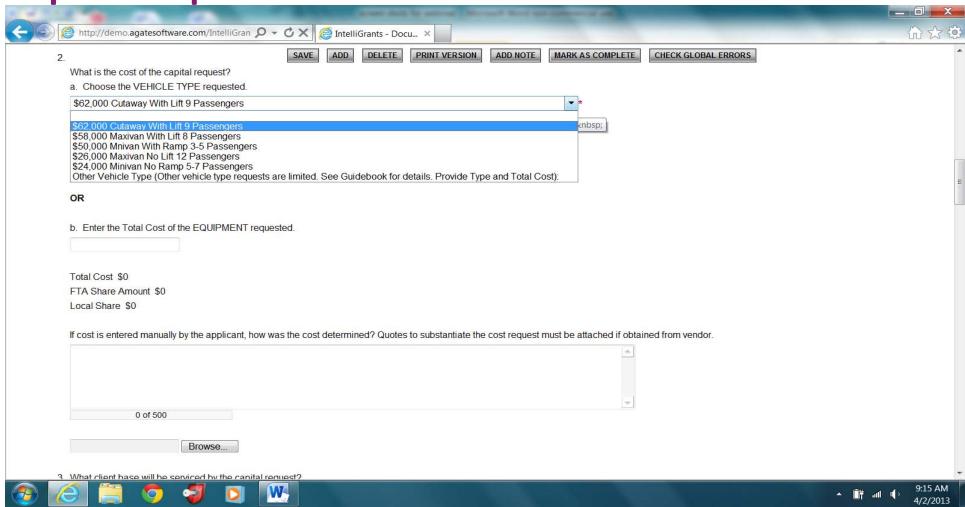
Capital Request – General Information





Form Outline

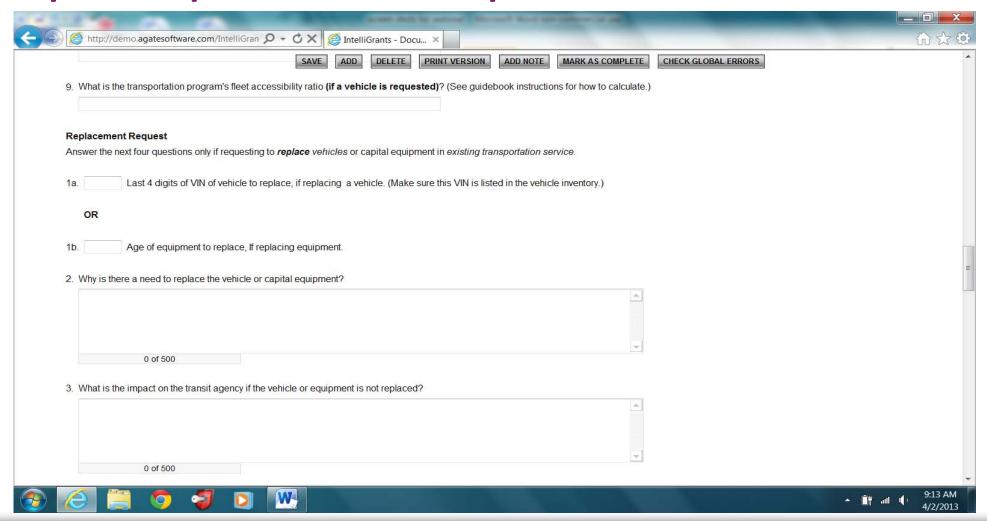
Capital Request - Cost





Form Outline

Capital Request – Vehicle Replacement



FY 2013 Application Form Outline Vehicle Inventory Sheet

			A	GENCY	VEHICLE	INVENTO	ORY																	
Name of Agency:																								
Address:								son:																
City, State, Zip:																								
Site Location:							Phone: COG/MPO	Region:																
Please provide an inventory of all vehicles. If you have multiple sites, please indicate which site the vehicle or vehicles are located at above and complete an inventory sheet for each site. If your agency has more than 25 vehicles at each site AND has an agency specific inventory tracking sheet, this inventory can be provided in lieu of completing this form AS LONG AS the inventory provided includes the same information as requested below.																								
Vehicle Identification Number (VIN) (ONLY LAST 4 NUMBERS OF VIN ARE REQUIRED)	Vehicle Location (Provide the city the vehicle is located in. If you have multiple sites in the same city, provide the address and city the vehicle is located in.)	Funding Source (i.e.: 5310, local, etc.)	Vehicle Type (enter # from list on right)	Year	Make	Model	Mileage	Date Mileage Was Recorded	# of Ambulatory Seats	Lift or Ramp?	# of W/C Positions	Condition Code (enter # from list on right)	Anticipated Replacement Year	Is the Vehicle On ADOT Lien?										
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FY 2013 Application Form Outline Vehicle Availability Sheet

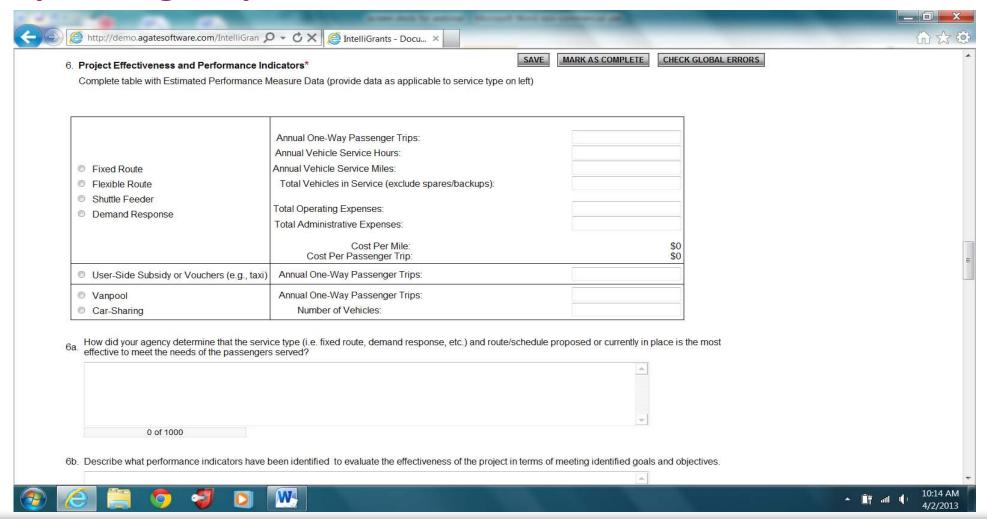
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Name of Agency:			Report completed by: nutomatically from the vehicle inventory sheet if you enter it there first.																										
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vehicle is located in)	Year	Make	Model	Mileage	/week	M	T	W	T	F	Sa	Su	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
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FY 2013 Application Form Outline Operating Request

- Operating Request Form
 - Project Type
 - Need and Project Benefits
 - Service Implementation Plan
 - Project Effectiveness and Performance Indicators
 - Fiscal Capacity

Form Outline

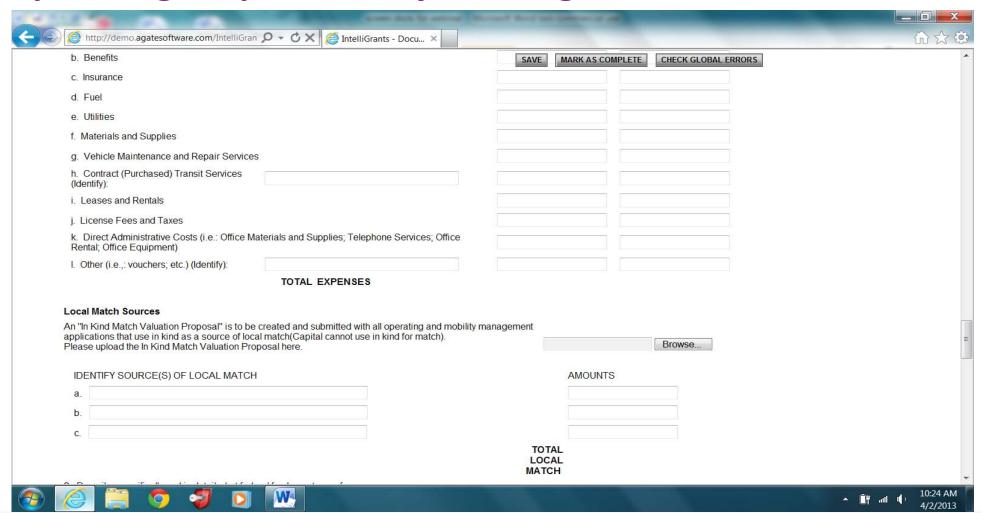
Operating Request – Performance Indicators





Form Outline

Operating Request – Project Budget





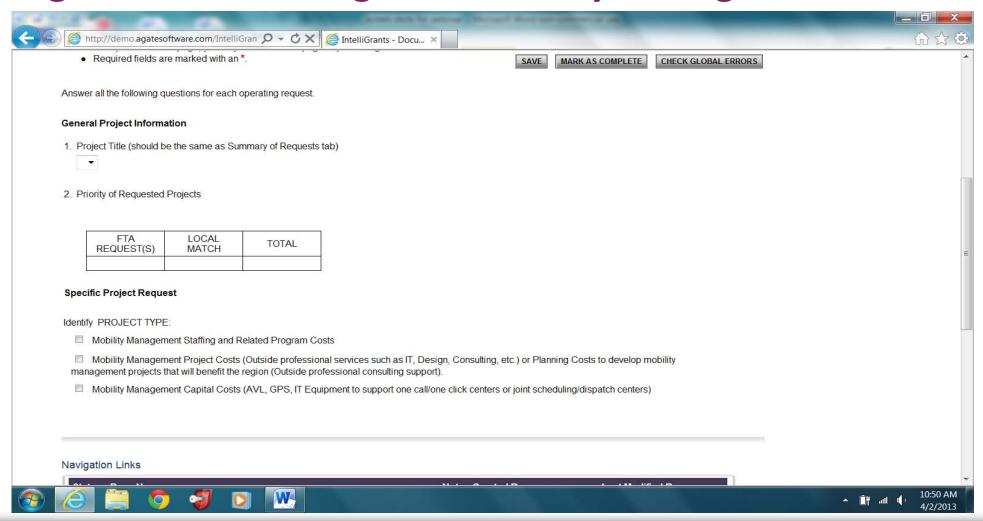
Form Outline

Regional and Sub-Regional Mobility Management

- Regional and Sub-Regional Mobility Management Request Forms
- Same form outline, sub-regional projects must have regional program support
 - Project Type
 - Narrative Description of Project
 - Project Budget

Form Outline

Regional and Sub-Regional Mobility Management



Form Outline

Required Certifications and Documents

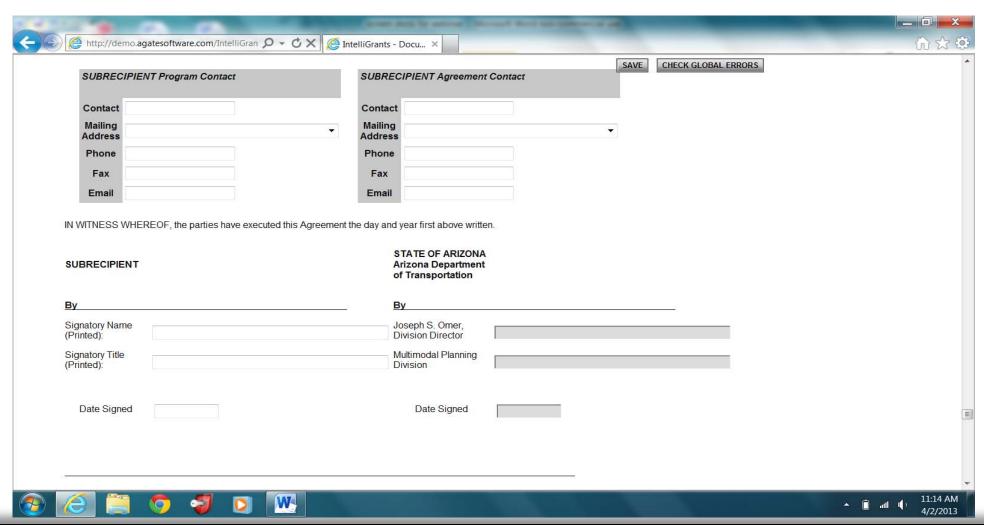
- Required Certifications and Documents form
 - Agency Eligibility
 - Coordination Plan
 - Financial Management
 - Upload Required Documents

Form Outline

Grant Agreement

- Grant Agreement
 - Must be signed electronically and submitted in the system
 - Contact information is also required

Form Outline Grant Agreement





FY 2013 Application ADOT Expectations Form Order

 Forms should be completed in the order laid out in the system

 Applicants must start with the Applicant Selection form in order to determine what other forms to complete

FY 2013 Application ADOT Expectations General Tips

- ADOT wants to see applications that are:
 - Complete
 - Planned and well thought out
 - Detailed with accurate budgets

FY 2013 Application ADOT Expectations General Tips

- ADOT wants to see applications that:
 - Build a strong argument for funding based on fact
 - Emphasize coordination and are based on regional coordination plan activities
 - Address more than just need

Contact Information

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